

STATE OF MONTANA SECRETARY OF STATE RECORDS MANAGEMENT BUREAU		GENERAL RECORDS RETENTION SCHEDULE										
		GENERAL FINANCIAL RECORDS										
		Records Category ▶	General Financial Records									
General Schedule Number ▶		2										
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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition						
1	Accounts Receivable/Payable	Agency	3 years	2 years	5 years	Destroy						
2	Accounts Uncollectable (Including Write-Off Authority)	Agency	3 years	2 years	5 years	Destroy						
3	Deposits, Reconciliations, Stop Payments	Agency	3 years	2 years	5 years	Destroy						
4	Ledgers - Books of Final Entry	Agency	5 years		5 years	Archives						
5	Journals/Registers - Books of Original Entry	Agency	3 years	2 years	5 years	Destroy						
6	Record of Daily Transactions	Agency	3 years	2 years	5 years	Destroy						
7	Vouchers	Agency Accounting Division	3 years 1 year	2 years 4 years	5 years 5 years	Destroy Destroy						
8	General Journal (Non-SBAS users only)	Agency	3 years	2 years	5 years	Destroy						
9	Billing Support Documentation	Agency	2 years	2 years	4 years	Destroy						
10	Claims (Request for Payments)	Agency	3 years		3 years	Destroy						
BANK AND LOCAL FUND RECORDS												
11	Cancelled & Voided Checks (Warrants)	Agency Auditor	3 years 3 years	2 years	5 years 3 years	Destroy Destroy						
12	Bank Statements	Agency	3 years	2 years	5 years	Destroy						
13	Bank Deposit Slips	Agency	3 years	2 years	5 years	Destroy						
14	Check Registers	Agency	3 years	2 years	5 years	Destroy						

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Item							
15	Local Fund Receipts (Receipts for License fees, service, etc. of state agency routine business)	Agency	3 years	2 years	5 years	5 years	Destroy
16	Local Fund Correspondence	Agency	3 years		3 years	3 years	Destroy
17	Budget Preparation Forms (Forms B-02, B-7, B-8, A, B, C, B-1000, B-80, B-70)	Office of Budget & pp Agency	2 years	3 years	5 years	5 years	Destroy
18	Correspondence Concerning Budgets	Office of Budget & pp Agency	2 years	3 years	5 years	5 years	Destroy
19	Position Control Report	Office of Budget & pp Personnel Agency	2 years	3 years	5 years	5 years	Destroy
20	Position Control Adjustment	Office of Budget & pp Agency	2 years	3 years	5 years	5 years	Destroy
21	Adjustment Update Report	Office of Budget & pp Agency	2 years	3 years	5 years	5 years	Destroy
22	Budget Addition Request (Justifications, Program Analysis, Staffing Pattern)	Office of Budget & pp Agency	2 years	3 years	5 years	5 years	Destroy
23	Budgets	Office of Budget & pp Agency	2 years	3 years	5 years	5 years	Destroy